Library Walking Tour Script
Fall, 2016

As you enter the building, walk past the Sunstream Cafe (some people say the coffee here is better than Benson!)

Stop before you pass the security gates.

To your left you will see the Room Reservation Screen ... showing you which group study rooms are available. The colored blocks indicate rooms are already reserved.

As you pass through the security gates, on your right, you will see the Wayfinder touch screen system, which can help you navigate through the library if you are looking for a room or person.

As you pass the screen, on your right is the Library Help Desk and on your left, a short hallway leading to Media Services.

Take a left down the hallway toward Media Services – the office is at the end of the short hallway on the left. They provide AV equipment of various sorts for class projects. There are also "viewing & taping rooms" in this hallway. There are 3 of them in this general area, A, B & C. Classes meet in them to view films, for example.

Turn around now and go back towards the Library Help desk. This is where you can ask questions, and where you can get help from a librarian when you are ready to start your research.

Continuing through the first floor, you will notice the large open area with computers -- this area is called the Upper Learning Commons.

The computers along the wall across from the Library Help Desk are available to quickly print assignments -- you need your SCU ID for these. Walk a bit further where you will see approximately 40 additional computers scattered throughout the room.

Continue walking into the room with the long wall on your left.

About midway down, you will see another service desk on your left. This is the Technology HELP desk. If you have any problems with using any of your electronic devices, this is where you should come. Check out their hours.
Look to your right and across the room. You should see 2 small flag poles with SCU pennants on them. These are black & white SMART PRINT printers. Walk over to one. These printers are on all the floors of the library, but not all have these pennants! Instructions for using them are available at that Technology HELP desk you just saw.

Look around the room again. Notice the office labeled "The Hub". Sunday through Thursday evenings you can get help with your writing here. The main facility with additional hours is in the basement of Benson.

Also along that back wall are small study rooms. These are some of the group study rooms mentioned earlier. You can find out about reserving them on the library homepage.

Look around for the elevators. Walk towards them. Notice the little hallway just before them. Start down it. You’ll see a dark alcove. That is where you will find the SMART PRINT color printers and photocopy machines. Just past the alcove are the restrooms. This configuration -- elevators, alcove, color printers, copiers and restrooms -- is the same on all 4 floors.

Let’s go downstairs. Did you notice there are 2 staircases leading down? One was more-or-less in the center of the 1st floor of the Learning Commons -- the other is along the back wall, past the elevators.

Go downstairs now using either stairs or the elevator. When you get down, though, position yourself as though you’d exited the elevator. Pause the tour until you get there.

Look to your right as you exit the elevator. If you keep walking that direction, you walk into the Lower Level Main Stacks. This is our largest collection of browsable books.

Walk towards the large open area. You are now in the Lower Commons -- notice the group study rooms along one wall. If you walk along those, you’ll see another section of shelves along the far wall. These are movable shelves containing a collection of reference books -- encyclopedias, dictionaries, and directories, used to look up information rather than read cover-to-cover.

Feel free to pause the tour now and browse the books down here in the Lower Level.

When you are done looking around, take the elevator to the 2nd floor.
Exit the elevator and make a left.

Stop when you reach the doorway leading to the staircase. Turn right and you will see an alcove labeled ARS Viewing Room. From here you can see the ARS, or Automated Retrieval System, which holds library materials.

The stacks of books you saw in the basement are only part of our collection. They are the part that we think people are most likely to want to browse. Many more materials are in these bins. Anything in these bins can be retrieved in a matter of minutes when someone requests it.

Now head back towards the elevators.

Move towards the stacks of books. This is a small collection called the Curriculum Collection. It has children’s literature and other K-12 materials used by students in the teacher education program.

Notice the large classroom with computers adjacent to those stacks. That is room 203. Beyond it is an even larger classroom, 205.

Walk towards 205 and you’ll pass magazines racks on your right. We still have a small collection of print periodicals (yes! that’s what we call them!) ... this collection is shrinking rapidly as we switch to electronic everything.

Around the corner past 205 is another classroom, 206, and some more of those group study rooms.

Looking around this floor, I’m sure you noticed the many different study areas.

Head back the way you came and take the elevator up to the 3rd floor.

When you exit, turn right and head towards the bookshelves. Notice the books here are all very tall. These are called the Folio Stacks.

Follow the signs directing you to the Archives & Special Collections, walking with the folio stacks on your right.

Notice the open study/collaboration spaces to your left. Keep walking along this wall to the Third Floor Gallery. Special exhibits are hosted here.
Beyond the Gallery is the Archives & Special Collections. There are rare books and manuscripts here and the Jesuit Archives.

Turn around and head back towards the wall with the elevators. Turn left down that main hallway. Walk towards the front of the building.

Notice a classroom on your right, labeled the Digital Media Lab. If you have a class that requires you to produce something in multimedia, you could end up coming here for instruction.

If you keep walking towards the front of the building, you’ll see on your left 2 outdoor study areas. And, did you notice all the QUIET Study Zone signs up here? The third floor is our quietest study space.

If you go all the way to the end of the hall, you’ll see doors leading to an outdoor patio and come to the St. Clare Room. This is a very quiet study room when it is not being used for presentations of various sorts. Special lectures and events are held here throughout the year.

That is the end of the tour. You probably noticed another stairway at the front of the building. If you go down that stairway, you will end up on the 1st floor near the Help Desk and in a small collection of popular reading materials.